

# SECTION 3

## MFDA APPLICATION CHECKLIST



## **SUMMARY OF REQUIREMENTS**

The following documents must be submitted with the application for membership. All of the following documents must be received by MFDA staff before the application will be considered complete.

### **PLEASE INDICATE THE ITEMS BEING SUBMITTED AND INCLUDE THIS CHECKLIST WITH YOUR MEMBERSHIP APPLICATION.**

- Fully Completed Application Form
- Non-refundable application deposit
- Articles of Amendment evidencing change in legal name, if applicable
- Copy of trust bank statement and Notice to Financial Institution, if applicable
- Agreement with the trustee if the applicant acts as an agent in administering self-directed registered plans
- Introducing/Carrying Dealer Agreement(s), if applicable
- Service Agreement(s), if applicable
- Referral Agreement(s), if applicable
- List of branch and sub-branch locations (Schedule D in the Application Guide)
- List of trade names of Approved Persons, if applicable (Schedule F in the Application Guide)
- Sample Principal/Agent Agreement, if applicable
- Articles of Incorporation (or other applicable documents). The Certificate of Incorporation should accompany the Articles.
- Subordinated Loan Agreements, if applicable (Schedule I in the Application Guide)
- Undertaking Regarding Retractable Preferred Shares, if applicable (Schedule J in the Application Guide)
- Corporate organization chart- including all related entities and affiliates
- Business Plan
- Policies and Procedures Manual and completed Schedule K Checklist in the Application Guide
- Account opening documents
- Disclosure and Acknowledgement form re: Introducing/Carrying Dealer relationship, if applicable
- Limited Trading Authorization Form
- Risks of Leveraging Disclosure document
- Client Complaint information disclosure
- Dual Occupation disclosure for dually employed Approved Persons, if applicable
- Disclosure of referral arrangements, if applicable
- Audited MFDA Financial Questionnaire and Report, not more than 90 days old
- Unaudited monthly Financial Questionnaire and Report (s) for month end(s) subsequent to the date of the audited FQR
- Letter of Acknowledgement from the applicant's auditor (see Schedule H.1 in the Application Guide)
- Auditor's Report regarding system of books and records

- ❑ Evidence of insurance coverage
- ❑ Complete copy of Financial Institution Bond policy
- ❑ Certificate of Agreement signed by partner or senior officer
- ❑ Statutory Declaration, appropriately signed and notarized